



WINTON GLOBAL HOMES DIVISION

590-A Tomlin Rd • Prince George, BC, Canada • V2K 4L4

PH: 250. 561-2079 • FX: 250. 562-7346 • Toll Free: 1-888-296-8059

www.wintonglobal.com

Sales & Marketing Assistant

Mission:

To provide support to the sales and marketing team by assisting with tasks related to the desired strategic outcomes of the department.

Outcomes:

Internal and External Customer Service:

- Management of files and paper flow
- Prompt distribution of leads and data entry into internal databases and CRM program
- Liaison between our office and the US Dealer Coordinator
- Minute taking and distribution for meetings
- Sales tracking and reporting for management

Coordination:

- Scheduling and coordination of trade shows
- Maintenance of a departmental travel calendar
- Act as lead point of contact for the US Dealer Coordinator and our departments

Marketing:

- Assisting the Sr. Marketing Advisor in design and production of marketing material
- Ensure website maintenance
- Catalogue and marketing material mailings

Competencies:

- A customer service, positive, outgoing personality
- Exceptional organizational & communication skills
- Detailed orientated
- Responsible and able to work independently
- A team player
- Flexibility and able to multi-task